

ROLL NUMBER: P25700750**Ms. Palak Hitesh Vithlani**

Female

DOB

27-Dec-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- SketchUp
- Photoshop
- Lumion
- Civil 3D

PERMANENT ADDRESS

Tilak Society, Veraval
City: Gir Somnath
State: Gujarat
Pincode: 362266

LANGUAGE

- English
- Hindi
- Gujarati

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.92	2027
B.Arch. <i>Architecture</i>	LOK JAGRUTI KENDRA UNIVERSITY, AHMEDABAD	68.9	2025-Jul
Intermediate <i>Science (PCM)</i>	NIOS	60.6	2020-Jun
High School	THE ADITYA BIRLA PUBLIC SCHOOL, VERAVAL	86.4	2018-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 39 Weeks)**ARCHIMEDES CONSULTANT PVT LTD**

13-Jan-2025 - 17-Apr-2025

13 Weeks**PROFILE:** INTERN

Interning at Archimedes, a specialized hospital design firm, gave me valuable exposure to the complexities of healthcare architecture.

- Assisted in interior material selection and development of design mock-ups.
- Developed understanding of functional zoning, circulation, hygiene, safety, and user comfort in healthcare spaces.

TRANQUIL , THE DESIGN WAVE

01-Jun-2023 - 14-Oct-2023

19 Weeks**PROFILE:** INTERN

My internship at Tranquil " The Design Wave offered me the opportunity to engage with a wide spectrum of projects.

- Assisted in **design development, spatial planning and project coordination** across diverse projects.
- Prepared **working drawings** using AutoCAD and developed visualizations using **SketchUp, Lumion and Enscape**.

BHAJAN INFRATECH PVT. LTD.

04-May-2026 - 27-Jun-2026

7 Weeks**PROFILE:** Project Manager Intern

During my two-month internship at Bhajan InfraTech Pvt. Ltd., I gained practical exposure to various stages of railway infrastructure project management.

Key Responsibilities :

- Assisted in **project planning, scheduling and coordination** of Railway Over Bridge (ROB) projects.
- Gained exposure to the **project lifecycle from tendering and DPR preparation to execution and monitoring**.
- Supported **project estimation, documentation and quantity-related activities** for ROB projects.
- Coordinated with **internal teams, consultants and external stakeholders** across multiple locations.
- Assisted in **project progress tracking, reporting and stakeholder follow-ups**.

CERTIFICATION DETAIL

- AI in Project Management
- Agile Project Management Foundation
- Power BI Essential Training, by Gini von Courter
- Construction Finance Fundamentals
- Project Management: Energy and Water Projects

ACHIEVEMENT DETAIL

- Represented UG College as Unit designee for 63rd NASA Convention.
- Urban Design Trophy | 63rd Convention | Won Special mention.
- ANDC Trophy | 63rd Convention | Team Lead.